

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

STUDENT MONITOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

School Principal

JOB GOAL

To supervise and nurture students to provide a safe and orderly environment within the school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:
Service Delivery

- *(1) Assist students with opening packages, condiments and drinks.
- *(2) Provide students with napkins, silverware and other items as needed.
- *(3) Direct students in lining up in an orderly manner prior to leaving the lunchroom.
- *(4) Clean tables and prepare for next classes.
- *(5) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(6) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(7) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(8) Ensure adherence to good safety standards.
- *(9) Supervise students in various locations as required.
- *(10) Maintain confidentiality regarding school/workplace matters.
- *(11) Model and maintain high ethical standards.
- *(12) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(13) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

STUDENT MONITOR (Continued)**Inter/Intra-Agency Communication and Delivery**

- * (14) Exercise service orientation when working with others.
- * (15) Keep supervisor informed of potential problems or unusual events.
- * (16) Use effective, positive interpersonal communication skills.
- * (17) Respond to inquiries and concerns in a timely manner.
- * (18) Serve on school/district committees as required or appropriate.

System Support

- * (19) Exhibit interpersonal skills to work as an effective team member.
- * (20) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (21) Demonstrate support for the school district and its goals and priorities.
- * (22) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (23) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (24) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 04

TERMS OF EMPLOYMENT:

Support Personnel	Pay Grade 4	180 days worked per year (9 months)
FLSA Non-Exempt		

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.